

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Quarterly Review

FROM:

Acting Chief, Policy & Plans
4E-70, Hdqs.

EXTENSION

NO.

DATE

30 JUN 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
DD/PSI

2.

3.
DD/PTAS

4.

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15.

The DDA quarterly review is currently scheduled for 1330 hours, 14 July 1982, in the OS Conference Room. You will note that there are changes in the agenda from previous reviews. I believe the tasking is self-explanatory. Please ensure appropriate presentations relating to your directorate are developed.

I have set up a dry run between 1100 and 1230 hours, Monday 12 July, in the OS Conference Room. I will reconfirm.

10 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

ATTENTION: [redacted]
DDA Planning Officer

FROM: [redacted]
Chief, Policy and Plans Group
Office of Security

SUBJECT: DDA Quarterly Review Adjustment

1. Pursuant to your conversation with [redacted] and me on 2 June 1982, the Office of Security proposes to make the following changes in the next DDA Quarterly Review in July:

a. Formal presentations on the Professional Applicant Review Panel and on the Security Education Group will be discontinued. The Director of Security will update these programs in his opening remarks.

b. The two presentations by the Information Systems Security Group will be merged.

c. The remaining topics will be addressed as in previous reviews. If the DDA can spare the time, we will schedule a visit to the Special Facilities Unit to see the automation of the Letter Drop Program.

- 4 C Report
ADP Presentation
Letter Drop

d. We would like to present two new topics:

(1) The state of the Clearance Program - dealing with the assets, processing time and workload related to clearance and reinvestigation of new employees and contractors.

OS 2 1429

(2) The state of the Overseas Security Program - covering station and base surveys, physical security enhancement, personnel protection, State SY support, audio countermeasures surveys, acquisition and deployment of resources, research and development, and revitalization of the [redacted]

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If the DDA finds these topics useful and informative, we will prepare goals and milestones and include them in future quarterly reviews.

2. Please advise if this proposal is satisfactory.

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Distribution:

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OS/P&M/PPG, [redacted] (3 June 1982)

Revised [redacted] (7 June 82)

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28 MAY 1982

MEMORANDUM FOR: Director of Security

FROM:

[REDACTED]
Chief, Policy and Plans Group

SUBJECT: DDA Quarterly Review

1. Per your direction, I have discussed with the DD/PSI and DD/PTAS your intention to revise the quarterly reporting to the DDA on our Five-Year Plan, as follows:

a. Drop the PARC presentation. You will handle in your opening remarks.

b. Merge the two ISSG topics.

c. Drop the SEG segment. (You should summarize status in your introductory comments.)

d. Retain the 4C report.

e. Retain the ADP presentation.

f. Continue the letter drop presentation for one more quarter, including a visit to the new facility by the DDA.

g. Initiate reporting on the "state of the clearance program" by PSI. The report will reflect assets devoted to clearance (not support), processing time, and workload. The presentation should track processing of new employees, probationary and periodic reinvestigation, and industrial cases. DD/PSI should consider presentations by both Clearance Division and Polygraph Division.

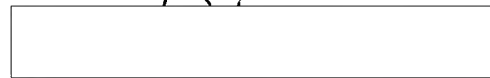
h. Initiate reporting on the "state of the technical program." The report should track scheduled surveys, completed surveys, finds, acquisition and deployment of equipment, personnel (engineer) recruitment, R&D, and the revitalization of the [REDACTED]
[REDACTED]

i. Initiate reporting on overseas security - surveys scheduled and completed, personal protection efforts, enhancement of station and base security, and support to State Department security.

2. These changes should permit OS to give the DDA "the feel of our pulsebeat," an overview of vital signs rather than a sharply focused look at isolated parts of the Office's anatomy. The last DDA Quarterly Review was on 20 April 1982. The next one will be in July. The next Director of Security Quarterly Review is set for 7 July 1982, and could be used as a full dress rehearsal for the new shtick for the DDA.

3. If you approve, PPG will provide copies to all participants, past, present and future.

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OS/P&M/PPG/
(28 May 1982)